



DEPARTMENT OF DEFENSE
NATIONAL DEFENSE UNIVERSITY
WASHINGTON, D.C. 20319

Executive Registry

85-3859

REPLY TO
ATTENTION OF:

October 1, 1985

Personnel and Administration Division

Honorable William J. Casey
Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Casey:

Each year the National Defense University extends invitations to agencies outside Department of Defense to nominate candidates to attend the courses at both the National War College and the Industrial College of the Armed Forces. This year it is a pleasure to invite you to nominate four candidates for the National War College and one candidate for the Industrial College of the Armed Forces to attend the course commencing August 4, 1986.

The U.S. Office of Personnel Management has agreed that completion of the 10-month resident course at the National War College and the Industrial College of the Armed Forces exempts participation in the Executive Development Seminar and enables civilian employees to be certified as managerially qualified for a Senior Executive Service Appointment. A copy of the Office of Personnel Management letter dated July 18, 1984 addressing this exemption is enclosed. To assist you in the selection of candidates, I have enclosed an extract from the Department of Defense instruction which establishes the criteria for selecting Department of Defense civilian employees as students.

A key part of the learning process at the National Defense University is the exchange of ideas, knowledge, and experiences among the military and civilian students who represent a variety of agencies and functional activities. It is especially important that each nominee considered is a career executive who can be expected to continue in Government Service and attain future positions of high responsibility.

To insure that students are identified and curriculum established, there are two critical dates: nominations must be received not later than March 15, 1986; and each nominee must have a final TOP SECRET clearance and have initiated a Department of Energy "Q" clearance and a Special Background Investigation or equivalent for access to SCI not later than May 1, 1986. We also request that each nominee furnish a copy of his/her personal history.


Please feel free to have your staff contact my Registrar at 475-1996 if they have any administrative questions.



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I am confident that the participation of your personnel in our program will be mutually beneficial.

Respectfully,


Richard D. Lawrence
Lieutenant General, U. S. Army
President

Enclosures

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI		X		
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA				
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/Pers				
14	D/OLL				
15	D/PAO				
16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS				
19	NIO				
20	D/OTE	X			
21	ER				
22					
		SUSPENSE	14 March 1985		
			Date		

Remarks

TO #20: For appropriate action - please clear list of candidates with DDCI prior to forwarding to the National Defense University.

Executive Secretary

9 Oct 85

Date

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